18/08/2023

 UNW-ESA-SSD-xxxxx

**Cover Letter for The Call for Proposal for Responsible Parties**

Thank you for your interest in applying to UN Women Uganda call for proposal for Responsible Parties. Please note that the call contains different sections which needs to be carefully examined and filled.

**Please note that all proposals submitted without all the annexes filled and/or without the required supporting documents will be disqualified:**

**Annex B-1** **Mandatory Requirements/Pre-Qualification Criteria and Contractual Aspects**

*Provide two references and answer the questions, and upload supporting documents, including the registration certificate for your organization.*

**Annex B-2** **Template for Proposal Submission**

*Fill in the template according to the instructions.*

**Annex B-3 Format of Resume for Proposed Personnel**

*Fill in the template according to instructions.*

**Annex B-4 Capacity Assessment Minimum Documents**

*Attach all mandatory documents.*

**Please read the following documents before filling in the proposal**: *CFP letter for Implementing Partners*, *Proposal data sheet for Implementing Partners*, and *UN Women Terms of Reference.*

Proposals must be received by UN Women at not later **than 17:00hrs** **on 13th October, 2023.**

Kindly note, that all submissions are online and not by email.

*Interested proponents may obtain further information by contacting this email address:* southsudan.procurement@unwomen.org